

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
April 4, 2016

The Lyndon City Council met in regular session on Monday, March 21, 2016, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Council President Cole called the meeting to order.

- a) City Clerk called roll of the City Council. Council President Chris Cole, and members Darby Kneisler, Doug Watson, and Steve Morrison present. Bill Patterson absent with prior notification.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage County Herald Chronicle; and Bruce Boettcher, BG Consultants.

- b) Mayoral Letter of Resignation: Mayor Brandon Smith submitted a letter of resignation dated March 28, 2016 to the Council. Watson made the motion to accept the letter of resignation. Kneisler seconded, motion carried. (Note: Council President Chris Cole now assumes Mayoral role.)

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Kneisler made the motion to approve the Regular Meeting minutes of March 21, 2016 as written. Watson seconded, motion carried.
- b) Watson made the motion to approve the Special Meeting minutes of March 28, 2016 as written. Watson seconded, motion carried

3. CONSENT AGENDA:

- a) Approval of Bills: Watson made the motion to approve the bills as set forth. Morrison seconded, motion carried.

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE TO COUNCIL:

- PWWSD #12 meeting minutes of March 16, 2016.

6. UNFINISHED BUSINESS:

- a. GOVERNMENTAL ASSISTANCE SERVICES CONTRACT: The Council received a copy of the contract with Governmental Assistance Services to write and facilitate the grant for the sewer facility improvements. After further discussion, Kneisler made the motion to approve the contract for \$8,950 and authorized the Mayor to sign. Morrison seconded, motion carried.

- b. SEWER PLANT EVALUATION UPDATE: Bruce Boettcher with BG Consultants provided Council with a memo outlining the project target dates for the wastewater and collection system improvements and other various handouts for the Council to review. Handouts included information about SSES (Sanitary Sewer Evaluation Survey), maps and contract agreements to Employ City Engineer and Consultant-Client agreement.

Mr. Boettcher reviewed the project scope as a non-discharging lagoon, new lift station & forcemain, and collection system improvements. He discussed moving forward with the SSES and conducting CCTV inspection of approximately 22,500 linear feet of sewer lines and evaluation of 120 manholes. Mr. Boettcher stated they use SSES information to help with the preliminary design of the project and it provides a better overall plan, which helps refine costs. He stated if the City wanted to proceed with the evaluation, the RFP for CCTV needs to be sent out by Friday to contractors, receive them back in two weeks, and then award the contract at the May 2 meeting. Mayor Cole asked about the cost of the CCTV and system evaluation and Mr. Boettcher stated it is approximately \$39,000. Mr. Boettcher stated the temporary financing is needed to get preliminary project work started and the Council voiced concern in regards to not knowing the exact funding or funding being guaranteed after expending money for the system evaluation. The Council discussed waiting to do the evaluation now versus after funding is given.

He stated the KIAC meetings are held second and fourth Wednesday of the month and will confirm the meeting on the City's project for Wednesday, May 25, 2016.

Mr. Boettcher briefly discussed lagoon site evaluations with Council. He stated the option to purchase the land has to be in place in order to obtain grant funding and he is willing to assist the City in that process. The City Attorney voiced his concern about the likelihood of having land appraised, purchased and acquiring easements by October 1; as they usually take a year or more. Mr. Boettcher stated the City only needs to have the option to purchase at this time and discussed it briefly with Council.

Mr. Boettcher discussed the project overview and next steps with Council. He stated the project scope was completed and the things that need to be completed in the next month including the preliminary project development, project meeting with KDHE, possible funding discussions with USDA, and temporary financing for project development. He stated he has started the discussion with USDA and preliminary work such as the CCTV and PER related to project can be wrapped into the project.

After further a lengthy discussion, it was consensus of the Council delay the SSES evaluation until after the KIAC meeting and funding information clarified.

Kneisler made the motion to approve and authorized the Mayor to sign the contract with BG Consultants to Employ City Engineer. Morrison seconded, motion carried.

Mr. Boettcher stated if the City is going to solicit USDA for funding, he recommends getting Rita Clary from KRWA on board to facilitate the environmental report for the grant and help with paperwork for USDA. He stated the fee is \$2,500. Kneisler made the motion to have BG Consultants secure the contract with Kansas Rural Water Association for \$2,500 and send the contract to the City Attorney for review. Watson seconded, motion carried.

The Council tabled the Sanitary Sewer Evaluation Survey contract with BG Consultants to give the City Attorney time to review and consider after the KIAC meeting in May.

7. NEW BUSINESS:

- a) ARBOR DAY OBSERVANCE PROCLAMATION: Morrison made the motion to approve the Arbor Day Proclamation and authorized the Mayor Cole to sign. Watson seconded, motion carried. The City Clerk stated the observance day is April 30 and holding annual tree planting.
- b) FAIR HOUSING PROCLAMATION: Kneisler made the motion to approve the Fair Housing Proclamation and authorized the Mayor Cole to sign. Morrison seconded, motion carried.
- c) OTTAWA SANITATION CONTRACT: The City Clerk stated the contract with Ottawa Sanitation expires on August 31, 2016 and asked the Council if they want to go out for bid for trash service or keep the current contract. After further discussion, Watson made the motion to do an RFP for trash service by May 1, 2016 and submitted to the City by June 6, 2016 at 2:00 p.m. Kneisler seconded, motion carried.

8. COUNCIL/MAYOR COMMENTS AND REPORTS: None.

9. EXECUTIVE SESSION:

Watson made the motion to recess to executive session for 10 minutes for non-elected personnel. Kneisler seconded, motion carried. Council reconvened with Watson making the motion to approve the following pay rates for lifeguard at \$7.25 per hour, assistant manager \$8.50 per hour, and manager \$9.00 per hour for the 2016 pool season. Morrison seconded, motion carried.

Kneisler made the motion to advertise for a full-time utility clerk/assistant clerk. Watson seconded, motion carried.

10. ADJOURNMENT: Watson made the motion to adjourn to Monday, April 18, 2016, at 7:00 p.m. for the regular meeting. Kneisler seconded, motion carried.


City Clerk